



State of Arizona
Department of Education

Tom Horne
Superintendent of
Public Instruction

CN# 17-06

MEMORANDUM

To: School Health & Nutrition Program Sponsors
From: Mary Szafranski, Deputy Associate Superintendent
Arizona Department of Education, Health & Nutrition Services
Holly Mueller, Program Director
Arizona Department of Education, School Health & Nutrition Programs
Date: October 7, 2005
RE: Verification Confirmation Review

As part of the Child Nutrition and WIC Reauthorization Act of 2004, Local Education Agencies (LEAs) are now required to review all applications selected for verification before any other verification activity is conducted. This is known as a **Confirmation Review**.

This memo details the procedures for conducting a **Confirmation Review** and the guidelines to follow when a **Confirmation Review** finds an error in eligibility.

Conducting a Confirmation Review

- The Confirmation Review must be conducted by someone other than the person who made the original eligibility certification.
Note: The LEA may document the Confirmation Review in the 'Office Use Only' section of the application or utilize a comparable system that ensures a record of the Confirmation Review is on file.
- As stated in memo CN#47-05, any LEA with a technology-based system that demonstrates a high-degree of accuracy, may apply for a Confirmation Review waiver.

Options for Completing Confirmation Review

The Confirmation Review may be completed in one of two ways:

1. The Confirmation Review may be conducted immediately after the initial eligibility certification is completed. This would be a good option for schools that already have a policy of double checking all eligibility certifications.
2. The Confirmation Review may be conducted as part of the verification process and only applications selected for verification would have a Confirmation Review conducted. When a Confirmation Review is completed as part of verification the following requirements apply:

Notification of Benefit Changes due to Confirmation Review

- If the Confirmation Review leads to a change in benefits that is a benefit to the household, the LEA should make the change as soon as possible and continue with the verification process.
- If the Confirmation Review leads to a decrease in benefits for the household, the LEA should proceed with verification before any notice of a change in eligibility status is given. These procedures are designed to avoid a possible unnecessary reduction in benefits.

Note: The procedures in this memorandum supersede Confirmation Review guidelines found in the *Free and Reduced-Price Policy Manual* and the *CNP Verification Manual*.

Verification Requirements that have NOT Changed

- Notification of verification requirements have **NOT** changed. Please refer to the *Free and Reduced-Price Policy Manual* (page 85) for current verification notice requirements.
- Adverse Action requirements have **NOT** changed. Please refer to the *Free and Reduced-Price Policy Manual* (page 94) for current verification notice requirements.

If you have questions or concerns regarding this memo, please contact your assigned School Health & Nutrition Program Specialist at 602-542-8700.